

Print Patient Record Quick Reference Guide

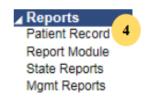


Steps to Follow:

- 1. Click Search/Add, located under the Patient panel.
- 2. Search the patient name.
- **3.** Click the patient name to open the demographics section.



4. Select Patient Record under the Reports panel.



- 5. Select a Vaccination Record Choice using the radio button.
 - The Montana Immunization Program recommends using the All Recorded Vaccinations (Option 2).
- 6. Select Create Report. The patient record will open in a new tab.
- 7. Print the patient record.

